

Welcome

I am delighted that you are considering applying for the position of Level 3 Early Years Foundation Stage Practitioner on a permanent contract commencing January 2027.

This role is to work term time of 34.4 weeks in our Kindergarten plus 6.2 weeks for our Prep Holiday club. There is also an additional 2 weeks of hours to be worked for parent's evenings and open days. This brings the total weeks worked for this contract to 42.6 weeks a year.

We first opened our Kindergarten as a pre-entry to our Reception class, preparing children to start Reception with many of the foundation skills to set them on their way. Learning through play is our focus but we also give children an early start with phonics and numeracy. Staff within our setting are dedicated to supporting the youngest in our community and helping them grow and develop into curious and independent learners.

We are a successful, forward-thinking, co- educational independent school with a long tradition of developing and promoting individual talent and encouraging high aspirations within an environment of continuous improvement.

Our history dates back to the 14th century, but we are also very much an innovative and forward-looking School that combines a strong focus on academic excellence with a rich co-curricular programme to enable our pupils to 'discover who they are' and unlock their potential in a School with a strong sense of community. The School continues to challenge itself on how it delivers its education services (recent years have seen the launch of a kindergarten, the establishment of a transport division, the opening of an international boarding house, and the deployment of iPads).

This is a fantastic opportunity for an experienced EYFS Level 3 Practitioner to join our team within our Kindergarten setting. If this role represents the type of opportunity and challenge which excites you, and you believe you have the necessary skills and experience to work with an excellent team, then we would be pleased to receive your application and give it serious consideration.



Barnaby Rimmer

Headmaster

About the School and location

Wisbech Grammar School (WGS) is an independent, co-educational School located near the centre of the historic town of Wisbech in Cambridgeshire, on a green site of 44 acres beside the River Nene which runs through the town. The School offers a broad, high-quality education with excellent pastoral care for around 590 children aged 2-18. It is predominantly a day School but, in recent years, has started to take a limited number of boarders, mainly from the Far East.

The School is located on a single site with Wisbech Grammar Preparatory School (formerly known as Magdalene House) and the Senior School sharing the same buildings and extensive playing fields. The Kindergarten was established in 2018.

Wisbech is a historic market town with a royal charter in north Cambridgeshire and it straddles the River Nene, roughly halfway between Peterborough and King's Lynn. The town has a population of just over 30,000 and there are good road links to Cambridge, Norwich, Peterborough and the North Norfolk Coast.

Application process

To apply please download an application and equality form from our website www.wisbechgrammar.com. Your application should include a letter stating how you meet the job description addressed to Mr Barnaby Rimmer, Headmaster.

Please send postal applications for the attention of Rebecca Forman, Human Resources, Wisbech Grammar School, Chapel Road, Wisbech, PE13 1RH or send by e-mail to HR@wisbechgrammar.com

Closing date: Applications must be received by 9am on 29 October 2026

Short list: Short listed applicants will be informed by 4pm on 29 October 2026 at the latest

Interviews: Will take place Tuesday 3 November 2026

If you are interested, then please submit an application as soon as possible. The School is happy to accept early applications by CV initially and reserves the right to close this vacancy earlier than the date above.

Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, satisfactory references and a medical.

Job Title	EYFS Level 3 Practitioner
Reports to	Assistant Deputy Head Prep School (EYFS Lead)
Hours of Work	Working in Kindergarten term time of 34.4 weeks plus an additional 2 weeks for open events and parent's evenings. Working hours of 40 hours per week, Monday to Friday 8 hours a day between the hours of 08.00 and 16.30. Prep holiday club working 6.2 weeks with working hours of 08.45 and 15.45 academic calendar provided each year for days Holiday club is on. You will be required to attend meetings / events that are held out of normal School hours, including some Saturdays when Open mornings and onboarding sessions are held. You are expected to work the hours that are necessary to fulfil your responsibilities and meet the needs of the school and in line with the hours in your contract.
Holidays	To be taken during the school holidays when holiday club is not on
Probation	In accordance with School policy, this appointment will be subject to the standard three month probationary period.
Medical	The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the school. Initially this will be a self-certification, which may result in Pre-Employment screening by our Occupational Health provider. (Please note that all School buildings operate a no-smoking policy).
Benefits	Wisbech Grammar School provides • Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution • Fee discounts for dependent children • Wellbeing support
Safeguarding	Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS). The postholder is responsible for ensuring that they • undertake all mandatory training on the school defined timetable (annually at time of writing this document) • read, digest and adhere to all mandatory training on the school defined timetable (annually at time of writing this document)
Data Protection	In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must



WISBECH
GRAMMAR SCHOOL

Early Years Practitioner Job Description

always be adhered to. Wisbech Grammar School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

Principal Role

The EYFS Practitioner will work within the EYFS team in order to help deliver the requirements of the Early Years Foundation Stage Framework, Every Child Matters and ISI/Ofsted standards.

The EYFS Practitioner will work under the instruction/guidance of EYFS Lead to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

The role played by EYFS Practitioners within the setting is vital in helping children gain basic literacy and numeracy skills, more specifically adult led learning sessions, planning weekly and termly activities, developing learning experiences, assessing children and completing written reports. They will also be responsible for, under the guidance of the EYFS Lead, classroom organisation and administration.

They will interact on a professional level with colleagues and parents and will seek to establish and maintain productive relationships to promote mutual understanding of the pupils' learning and developmental needs.

The role involves ensuring compliance with the Childcare Act 2006, all Health and Safety legislation, the Early Years Foundation Stage (EYFS) framework, and requirements as laid down by the Government and regulated by ISI.

Detailed role

- Plan the daily/weekly programme of lessons, activities and events in order to support pupils and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Encourage good personal hygiene and assist with necessary self-help skills
- Undertake marking of pupils work and accurately record achievement/progress
- Set out, preparing, using and tidying equipment
- Promote home school partnerships.
- Listen, support and discuss issues sensitively with parents and carers under the EYFS Lead's supervision and to hold feedback sessions/meetings with parents
- Provide objectives and accurate feedback and reports, as required, on pupil achievement progress and other matters, ensuring the availability of appropriate evidence.
- Keep and update records and contribute to reviews of systems and records as required.
- Work with an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Encourage pupils to interact and work co-operatively with others
- Promote the inclusion and acceptance of all pupils within the classroom.
- Contribute to the whole school ethos, environment and organisation both practically and as a positive role model for pupils and colleagues.
- Become an integral part of school life – e.g.: helping with school events, trips and activities.
- Accompany children to swimming and sport lessons.

- Creatively display pupils' work around the school.
- Attending meetings.
- Carry out supervision duties as required.

No job description can fully cover all aspects of this type of appointment and consequently the ability to evolve and respond to future changes and job demands is essential in the successful applicant. The duties outlined in this job description may be modified by the Assistant Deputy Head Prep School or Senior Deputy Head Prep School, with the post holder's agreement, to reflect or anticipate changes in the job, commensurate with the job title.



Attributes	Essential	Desirable
Qualification	- EYFS Level 3 approved qualification or equivalent - GCSE English and Maths (grade A* -C) or equivalent.	
Knowledge	- Understanding of Safeguarding in schools - Health and Safety Knowledge - Awareness of equal opportunities - Understanding of managing confidential issues - Knowledge of EYFS Framework - Knowledge of phonics - Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in a classroom setting. - Commitment to excellence in early childhood education with an interest in child development and EYFS - Understanding of strategies for teaching and learning. - The role involves ensuring compliance with the Childcare Act 2006, all Health and Safety legislation and requirements as laid down by the Government and regulated by ISI.	Knowledge of Squiggle: while you Wiggle
Skills & Abilities	- Basic First Aid - Good numeracy and literacy skills including good spoken English - Good ICT skills and knowledge of Microsoft suite - To be capable of high standards of physical, emotional, social and intellectual care for the children at all times. - Ability to work and communicate with young children - Ability to motivate and provide encouragement to children of all ages and all backgrounds - Ability to share information about children's progress with their parents - Ability to work collaboratively with School Staff - Ability to take responsibility and work with autonomy within set boundaries. - Ability to implement appropriate behaviour strategies in line with School policies - Ability to work effectively with individual pupils, groups of pupils and whole classes.	Paediatric First Aid Certificate A commitment to the improvement and progress of pupils; The ability to interface and interact with parents, teachers and other school staff and provide feedback as required
Experience	- Relevant and professional experience working with young children - Provision of high-quality childcare ensuring all children are cared for in a happy, safe and stimulating environment so children can play, learn and develop.	Experience supporting EYFS Primary/Prep School
Personal competencies and qualities	- A warm and approachable personality - To be enthusiastic and have a passion working with all children. - Good time management skills - Show tact, patience and sensitivity - Patient, reliable and trustworthy - Have a high degree of emotional intelligence - Good communication and interpersonal skills. - Show keen attention to detail - Be professional and well organised, be able to be flexible and work under pressure, both independently and within a small team - Have the ability to show initiative, think creatively and understand the importance of being proactive in a busy workplace environment - Be prepared to take on responsibility and be fully accountable - Have the ability to see matters from a whole school perspective and consider issues objectively - Have an understanding and commitment to the ethos, culture and priorities of the School and be an ambassador for the School	